

Carrera de Luxe

Operating instructions

This instruction manual is purely informative. The contents are not part of any offer for sale or contract. The specifications, extensions and options described may differ from country to country. Olympia Office Vertriebsgesellschaft mbH reserves the right to revise specifications, make modifications and technical changes to the product described herein without notification.

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on having chosen an electronic typewriter from **Olympia**.

Your electronic typewriter is well designed and includes all the latest technological developments which will enable you to increase your typing efficiency.

The keyboard cover provides effective protection against damage to the keyboard.

This manual describes the typewriter functions, operating controls and procedures, and also explains how to replace accessories. Read this manual carefully so that you will be able to use all the features provided quickly and efficiently.

Olympia Office Vertriebsgesellschaft mbH



Important

The action to be taken in the case of goods damaged during transport is explained in "Reporting Loss or Damage" at the end of this manual.

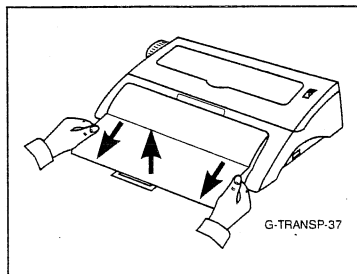
11	Automatic return
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■ General information

- Make sure you are using the correct power as stated on the name plate on the back of the typewriter.
- Your typewriter is a highly sophisticated piece of machinery. Never attempt to repair it yourself. If repair is necessary, contact your nearest authorized service center.
- Never insert metal objects, such as screwdrivers, paper clips, etc., into the typewriter. Doing so could cause damage to the typewriter and/or electric shock.
- Do not leave your typewriter unattended when it is turned on. Always turn the typewriter off when you have finished typing.
- Dust the typewriter lightly with a dry cloth. Never use water or solvents, such as paint thinner, alcohol, etc., to clean your typewriter.
- To turn off the power supply completely, be sure to remove the plug from the outlet.

■ Keyboard cover

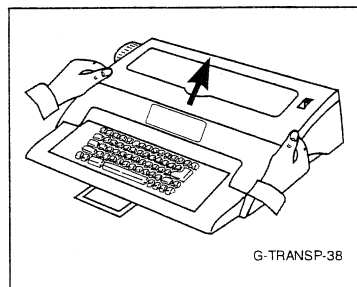
The typewriter cover is protected against damage and environmental influences by a removable cover.



- Remove the cover

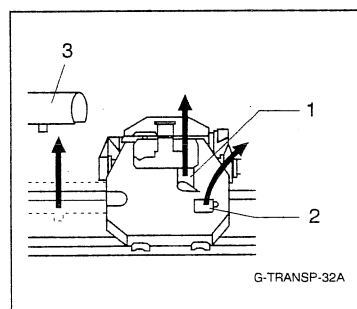
■ Transport safety devices

Before starting to use your typewriter, remove the following transport safety devices.



To remove the transport safety devices:

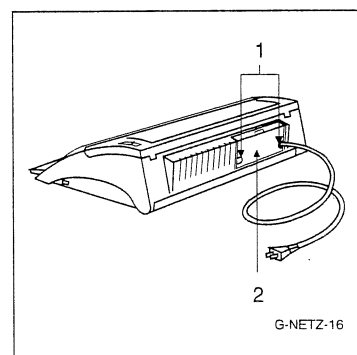
- Raise the top cover



- Remove the adhesive strip (1)
- Take out the plastic plate (2)
- Remove the cardboard strip (3)

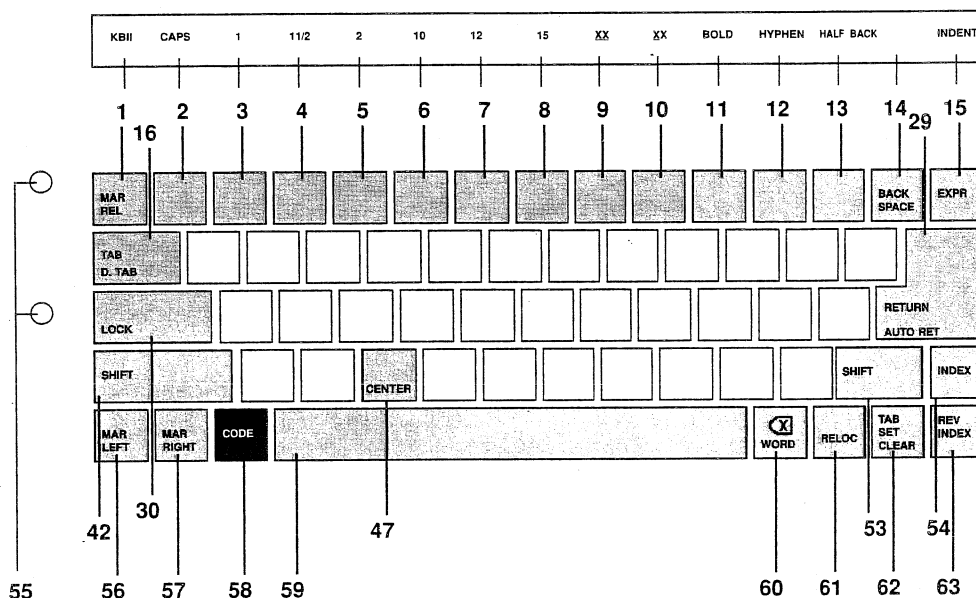
■ Connecting to the power supply

Before connecting the typewriter to the power supply, check that the data on the data plate coincides with the local voltage.



- Open cable compartment (2)
- Feed cable through a notch (1)
- Close cable compartment (2)

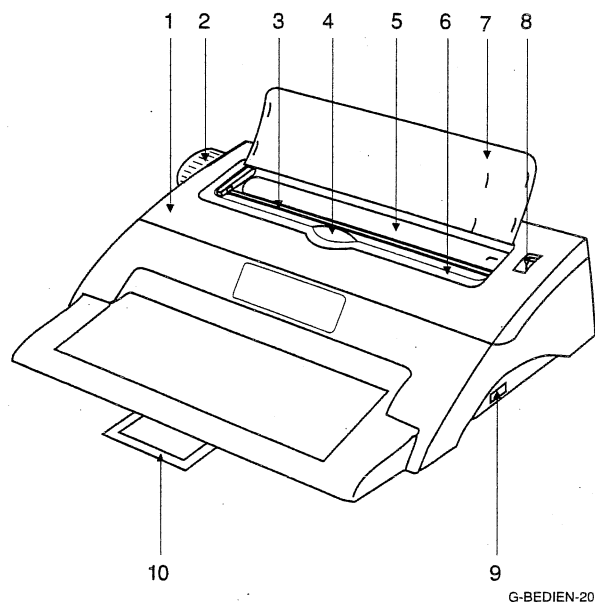
All the keys on the keyboard have been allocated a number, beginning in the top left corner and continuing to the bottom right corner. In the summary below, only those keys with specific functions have been indicated.



1 = Margin release
 CODE + 1 = KB II (2nd keyboard) on
 CODE + 2 = Caps Lock on/off
 CODE + KBII
 +Shift 2 = Additional symbol
 CODE + 3 = Single line spacing
 CODE + KBII
 +Shift 3 = Additional symbol
 CODE + 4 = 1 1/2 line spacing
 CODE + KBII
 +Shift 4 = Additional symbol
 CODE + 5 = Double line spacing
 CODE + KBII
 +Shift 5 = Additional symbol
 CODE + 6 = 10 pitch
 CODE + KBII
 +Shift 6 = Additional symbol
 CODE + 7 = 12 pitch
 CODE + KBII
 +Shift 7 = Additional symbol
 CODE + 8 = 15 pitch
 CODE + KBII
 +Shift 8 = Additional symbol
 CODE + 9 = Underlining, on/off
 CODE + KBII
 +Shift 9 = Additional symbol
 CODE + 10 = Word by word underlining on/off
 CODE + KBII
 +Shift 10 = Additional symbol
 CODE + 11 = Bold print on/off
 CODE + KBII
 +Shift 11 = Additional symbol

CODE + 12 = Hyphen, protected
 CODE + KBII
 +Shift 12 = Additional symbol
 CODE + 13 = Half space to the left
 14 = Backspace to the left
 15 = Printer moves to the left margin
 CODE + 15 = Paragraph indent on/off
 16 = Move to set tab position
 CODE + 16 = Move to decimal tab
 29 = Move to left margin on the next line
 CODE + 29 = Automatic returns
 30 = Shift Lock (upper case) on/off
 42 = Left Shift (upper/lower case)
 CODE + 47 = Centering on/off
 53 = Right Shift (upper/lower case)
 54 = Move half a line down
 CODE + 54 = Subscript
 55 = LEDs: Machine/Shift Lock on/off
 56 = Set left margin
 57 = Set right margin
 58 = Code key
 59 = Spacebar
 60 = Delete character to the left
 CODE + 60 = Delete word to the left
 61 = Move to last typing position
 62 = Set tab position
 CODE + 62 = Clear tab position (hold down to clear all)
 63 = Move half a line up
 CODE + 63 = Superscript

Operating controls



1. Top cover
2. Variable line spacing knob
3. Hinged paper bail
4. Carriage (printer)
5. Platen
6. Margin scale
Provides numerical information regarding typing position.
7. Paper support
8. Paper release control
Turn the paper release knob back to release the pressure on the platen. Inserted paper can then be adjusted or removed.
9. On/Off switch
10. Carrying handle

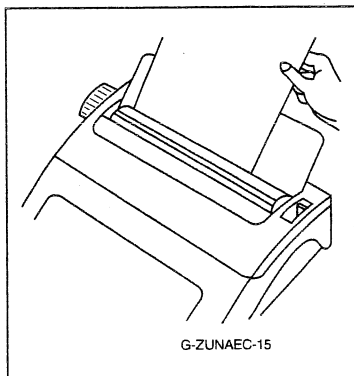
■ Turning on the typewriter

Raise the paper support. Turn on the power by switching on the On/Off switch, which is located on the right side of the machine.

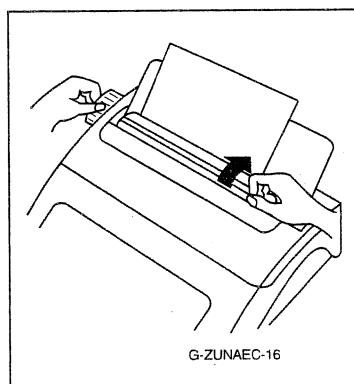
The typewriter beeps and the green power LED illuminates. The printwheel turns and the printer moves to the right and both stop at a programmed position.

■ First of all

After you have unpacked, connected and turned the typewriter on, study the keyboard and operating controls. Then insert a sheet of paper to begin to familiarize yourself with the typewriter.



Insert a sheet of paper between the platen and paper support.



Turn the variable line spacing knob to draw the paper in. When the leading edge of the paper becomes visible under the platen, lift the paper bail. Continue to feed the paper until it is between the platen and paper bail. Then lower the paper bail. Push the paper release knob back to align the paper, if necessary.

Now familiarise yourself with the single and repeat functions of all the keys.

Write your name and address, for example.

You can even press two keys at virtually the same time; the key touched first will be printed first. The typewriter has a keyboard buffer which guarantees perfect typing flow even with extremely unrhythmic typing.

When you have finished typing, you can remove the paper:

CODE + Q

Paper is ejected

■ Typing keys

You are now familiar with the single and repeat functions of the basic keyboard.

The letters or characters are always depicted on the left of the keytops. They are printed out either by pressing the key alone for lower case, or together with the Shift key for upper case.

Functions depicted on the front of certain keys are selected by pressing them together with the Code key:

+ Tab stop is cleared

The characters depicted on the top right of certain keys are printed out by firstly engaging the KB II function (second keyboard), then pressing the relevant key together with the Shift key:

+ KB II is activated (BEEP!)

+ ° is printed

+ KB II is deactivated (BEEP!)

The functions indicated on the front of the top cover above the top row of keys are engaged by pressing the Code key together with the key directly below the inscription.

For example:

+ Single line spacing is set

■ Upper case using Shift Lock

Letters are written continuously in capitals (A, B, C, etc.).

Shift Lock on/off

Shift Lock off

■ Margins

By setting the left and right margins, you can set the width of the typing line, as required. When the typewriter is first turned on, standard margins are already set. They can be altered as necessary. They can also be overridden.

■ Standard margins

When the typewriter is turned on, the standard margins are set.

■ Margin zone

The typewriter issues an acoustic signal (BEEP!) to make you aware that you are nearing the end of a line.

■ Release left margin

The set left margin can be overridden.

Left margin can be overridden (BEEP!)

■ Release right margin

The set right margin can be overridden.

Right margin can be overridden (BEEP!)

■ Set left margin

A new left margin can be set. The printer must be moved to the required margin position.

Left margin is set (BEEP!)

■ Set right margin

A new right margin can be set. The printer must be moved to the required margin position.

Right margin is set (BEEP!)

■ Pitch

A variation of the pitch (distance between letters) enables you to improve the appearance of your text on the page. It is also possible to use different printwheels, for example Letter Gothic or Pica. It also simplifies filling in forms.

■ 10 Pitch

CODE + 5 10 pitch is set

■ 12 Pitch

CODE + 6 12 pitch is set

■ 15 Pitch

CODE + 7 15 pitch is set

■ Corrections

Typing errors can be corrected quickly and accurately. The incorrect character is erased (lift-off or cover-up) and the correct one inserted.

■ Corrections, immediate

The last character is to be deleted.

⌫ Character is deleted

■ Corrections, within the correction memory

Errors that were not corrected immediately but are still in the correction memory can be corrected.

BACK SPACE Move printer to the left, to the error

⌫ Character is deleted

■ Corrections beyond the correction memory

Typing errors no longer in the correction memory can be corrected.

BACK SPACE Position the printer to the right of the incorrect character

⌫ Printer moves to the incorrect character

Type "incorrect" character Character is deleted

Type "correct" character Character is printed

■ Correction, word by word

Complete words, or parts of words, in the correction memory can be corrected. Position the printer on the letter from which deletion should start.

CODE + WORD Word correction is activated (BEEPs!)

Spacebar Characters from the printer position up to the first space are deleted

■ Relocate

This key moves the printer back to its pre-correction position after backspacing for follow-up correction or underlining on the same line.

↶↷

■ Special print modes

Give your correspondence a personal touch by using the special print modes to highlight important text.

■ Bold print

Important words can be highlighted.

CODE + 0

Bold print on/off

■ Automatic underlining, continuous

Important phrases or passages of text can be emphasised by underlining them.

CODE + 8

Underlining on/off

■ Underlining, word by word

All words within a passage of text are underlined. The spaces between words are not underlined.

CODE + 9

Word by word underlining on/off

■ Impact (Impression strength)

To achieve optimum print quality, select the impact strength to suit the printwheel, paper quality (hard or soft) and the number of copies required.

Pressing the key combination toggles between the three settings, low, middle and high level.

Low impact is the standard setting.

CODE + A

Low impression

CODE + S

Middle impression

CODE + D

High impression

■ Line spacing

Three line spacing selections are available enabling you to set out your text according to the format of your page.

■ Single line

CODE + 2

Single line spacing is set

■ 1 1/2 lines

CODE + 3

1 1/2 line spacing is set

■ 2 lines

CODE + 4

Double line spacing is set

■ Centering

Words, characters and text can be centered between the left and right margins. Text is not printed immediately, but after the Return key is pressed.
Typing errors can be corrected using the Correction key.

■ Centering between margins

+ Printer moves to the middle point between the margins

■ Paragraph indent

In order to emphasise passages of text, or provide a clear visual layout, it is possible to indent the left margin of a text. When set, the subsequent text is printed with an indented left margin without altering the set left margin.

■ Set the automatic paragraph indent

Move the printer to the required position.

+ Paragraph indent position is set (BEEP!)

■ Clearing the paragraph indent

+ Paragraph indent is cleared (BEEP!)

■ Tabulation

The tabulation function enables you to:

- type flush to the left,
- type columns of figures.

Both the tab types can be combined. Before starting to work with new tabs, clear all set tabs.

■ Standard tabulation

This tab enables you to type aligned on the left.

Tab stop is set (BEEP!)

■ Decimal tab

The decimal tab function enables you to type columns of figures aligned to the decimal point.
Set the tab at the decimal point position.

Tab stop is set (BEEP!)

Printer moves to the left margin

+

Printer moves to the tab position

■ Clear single tab

This process clears all types of tab.

Printer moves to tab

+

Tab stop is cleared

■ Clear all tabs

All set tabs are cleared.

+

Hold down a short time and all tab stops are cleared

■ Automatic return

One of the most frequent typing functions, "printer return with line spacing", can be carried out automatically. The printer returns automatically when either a space or temporary hyphen is entered within the margin zone. When a protected (required) space or hyphen is entered, an automatic return does not occur.

+ Automatic return on/off (BEEP!)

■ Space, unprotected

If a space is entered in the margin zone a printer return occurs.

■ Space, protected

In cases where a printer return is not required, e.g. because "Olympia Office" should not be separated, enter a protected (required) space.

+ Protected space is entered

■ Temporary hyphen

When automatic return is on, an automatic printer return is carried out when a temporary hyphen is entered within the margin zone.

Hyphen is entered. Printer moves to next line

■ Protected hyphen

When automatic return is on, an automatic printer return does not occur when a protected hyphen is entered within the margin zone.

+ Hyphen is printed. Line feed does not occur

■ Caps Lock

The Caps Lock function locks causes continuous printing of alphabetical letters in capitals, but numbers and lower case characters are not switched.

+ Caps Lock on/off

■ Half backspace

This function causes the printer to move half a space to the left.

+

■ Superscript

This function causes all subsequent characters to be printed half a line above the actual typing line.

CODE + REV INDEX Printer position is moved half a line up

CODE + INDEX Printer returns to the actual typing line

■ Subscript

This function causes all characters to be printed half a line above the actual typing line.

CODE + INDEX Printer position is moved half a line down

CODE + REV INDEX Printer returns to the actual typing line

■ Printwheel setting

After exchanging the printwheel, press the following key combination. The printwheel turns to a default position.

CODE + W

■ Cleaning

Do not attempt to dismantle the typewriter for cleaning.

Your typewriter is a highly sophisticated piece of machinery. Never attempt to repair it yourself. If repair is necessary, contact your nearest authorized service center.

Dust the typewriter lightly with a dry cloth. Never use water or solvents, such as paint thinner, alcohol, etc., to clean your typewriter.

Never insert metal objects, such as screwdrivers, paper clips, etc., into the typewriter. Doing so could cause damage to the typewriter and/or electric shock.

■ Changing ribbon cassettes

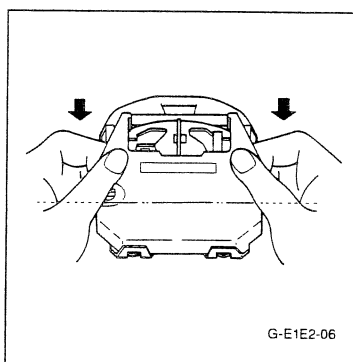
Before installing a new ribbon cassette, raise the typewriter top cover and remove the used ribbon cassette.

When a new ribbon cassette has been inserted, wind up all of the coloured portion at the start of the ribbon.

Insert the two projections on the rear of the ribbon cassette into the two holes in the ribbon cassette holder.

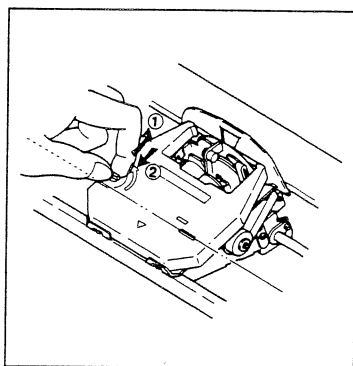
Carefully lower the front portion of the cassette so that the ribbon is located between the card holder and printwheel.

Turn the ribbon take-up knob until there is no slack in the ribbon.



1. Insert the new ribbon and press into place.

2. Replace the top cover into place.



Turn the Ribbon Takeup knob counter clockwise until it firms into place ①. And then, turn it clockwise until it stops ②.

■ Ribbon cassettes

The typewriter is equipped with a correctible carbon ribbon. (the ribbon can only be used once).

■ Correction tape (Lift-Off)

The typewriter is equipped with a lift-off correction tape. This type of tape only functions with the correctible carbon ribbon, supplied as standard equipment with this typewriter. The tape corrects typing errors by "lifting off" the incorrect characters.

■ Ribbon Setting

This function is used to define the use of a multi-strike ribbon or a correctable ribbon is used in the ribbon cassette.

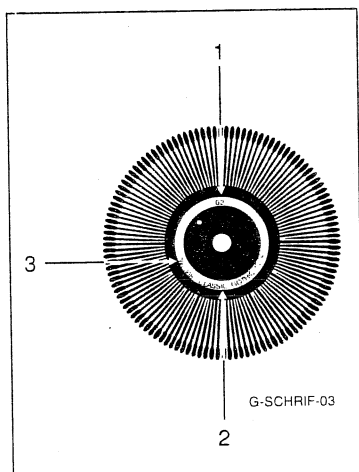
☐ CODE + ☐ Setting for multi-strike ribbon

☐ CODE + ☐ Setting for correctable ribbon

■ Typestyles/Printwheels

The typewriter is equipped with a non-standard printwheel. A range of other printwheels for the typewriter is available.

■ Printwheel inscriptions

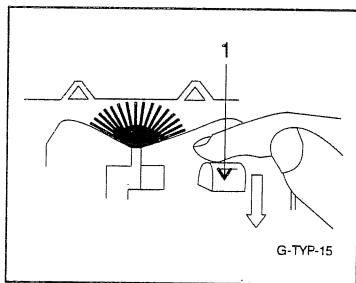


Printwheel inscriptions

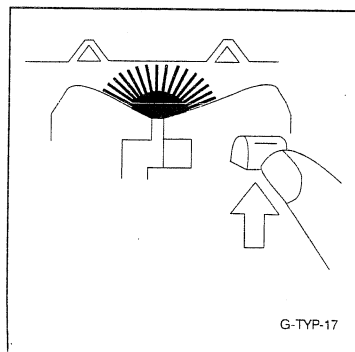
- Pitch (1)
- Typestyle number/name (2)
- Language (3)

■ Changing the printwheel

Before starting to change the printwheel, raise the top cover and remove the ribbon cassette.



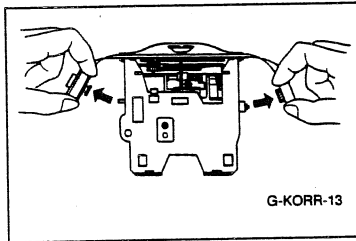
1. Draw the lever (1) forward and remove the printwheel.



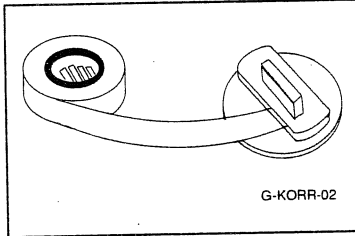
2. Insert the new printwheel, characters facing the platen.
3. Push the lever (1) back, securing the printwheel.
Push the lever (1) back again to ensure the printwheel is firmly fixed.
4. Replace the ribbon cassette and lower the top cover.
5. Press CODE + W.
The printwheel turns and stops at a default position.

■ Changing the correction tape

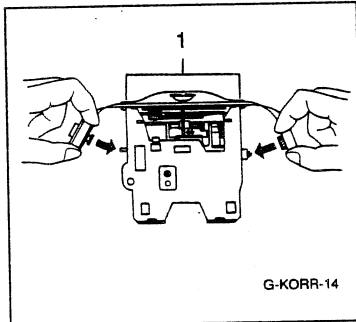
Before starting to change the correction tape, raise the top cover.



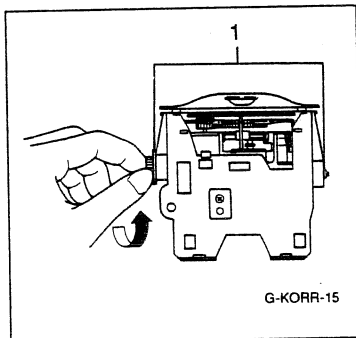
1. Move the printer to a central position and remove the ribbon cassette.
2. Take the correction tape spools from the shafts and remove the tape.



3. Unwind approx. 15 cm (6 ins.) of the new tape (sticky side facing the platen).



4. Thread the tape through the guides (1).



5. Set the correction tape spools on the shafts (1) and press into place. Turn the left spool to tighten the tape.
6. Replace the ribbon cassette and lower the top cover.

■ FCC text (applies to USA only)

This Olympia equipment generates, uses and can radiate radio frequency. If it is not installed, and used in accordance with the operating instructions and the service manual it may interfere with radio or television reception. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of Federal Communication Commission (FCC) rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operating this equipment in a residential area is likely to cause interference. In this case, the user is responsible for correcting the interference.

■ Technical data

Keyboard:	45 typing keys with repeat function
Printwheel:	100 characters
Printing speed:	Max. 11 characters/second
Paper feed:	Max. paper width: 330 mm (13 ins.) Zeilenlänge: 229 mm (9.0 ins.)
Electronics:	Correction memory: 1 line Keyboard buffer: 20 characters
Dimensions and weight:	Height: 117 mm (4.6 ins.) Width: 412 mm (16.2 ins.) Depth: 375 mm (14.7 ins.) Weight: 5.1 kg (12 lbs.)
Safety tests:	Comply to EN 60 950, (IEC 950)
Voltage supply:	230 V 50 Hz 120 V 60 Hz

Reporting loss or damage

Instructions to be followed in case of loss or damage

(Failure to comply with these instructions may prejudice any claim under the policy).

Secure rights of recovery from third parties by immediately arranging for said loss or damage to be surveyed and certified by representatives of the transport undertaking concerned.

Externally apparent loss or damage must be certified by means of an appropriate notation in the way-bill before taking delivery of the goods. In the case of transport by rail, a factual report must in addition be requested from the competent railway authorities. In the case of postal sendings, it must be insured prior to taking delivery of damaged parcels, etc. that the damage is certified in writing by the competent postal authorities.

Where loss or damage is not externally apparent, i.e. it is not discovered until unpacking, the goods must be left in the state in which they were found and the transport undertaking concerned immediately requested in writing to certify the loss or damage.

It is imperative that the time-limits stipulated for requesting the transport undertaking to survey and certify loss or damage (lodging of claim) are strictly observed.

The time-limits in the Federal Republic of Germany are as follows:

- | | |
|-------------------|---|
| - Postal sendings | 24 hours following receipt of the goods |
| - Rail transport | 7 days following receipt of the goods |
| - Road transport | 6 days following receipt of the goods |

In respect of shipments to countries outside the Federal Republic of Germany, the time-limits prescribed in the country of destination for filing claims against third parties - which generally correspond to the time-limits in Germany - must be observed.

As proof of claim, the following documents must be furnished to the insurers without delay:

- a) The original invoice, together with the documents of carriage (original way-bill, original consignment note and the like).
- b) Report of the competent claims survey agent where necessary.
- c) Loss or damage certification by the transport undertaking in whose custody the goods were located at the time the loss or damage occurred, as follows:
 - Transport by rail: Certification by the railway authorities.
 - Postal sendings: Certification by the postal authorities.
 - Transport by road: Report of the driver, accompanied by the remarks of the carriers.
 - Transport by inland waterways: Casualty report of the master of the vessel.
 - Transport by air: Report of the airline company.
 - Storage: Report of the storage point operator.
- d) A calculation of the total claim.
- e) A written statement of subrogation to the insurers by the beneficiary under the contract of carriage.

Jurisdiction shall be restricted to either the place at which the certificate or policy was issued or the place at which underwriters have their Head Office.

